

Please read instructions on reverse before completing

2422

 <b>EPA</b> United States Environmental Protection Agency Washington, DC 20460	<b>Position Description</b>	<b>1. Duty Location</b> New York, NY	<b>2. Position Number</b> 2422
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**Classification Action**

Reference of Series and Date of Standards Used To Classify This Position

GS-819 (04/78)

	<b>b. Title</b>	<b>Service</b> a.	<b>Series</b> d.	<b>Grade</b> e.	<b>CLC</b> f.
<b>Official Allocation</b>	Environmental Engineer	GS	819	12	001
<b>4. Supervisor's Recommendation</b>					

<b>5. Organizational Title of Position (if any)</b>	<b>6. Name of Employee</b> Mark Rasso
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**7. Organization (Give complete organizational breakdown)**


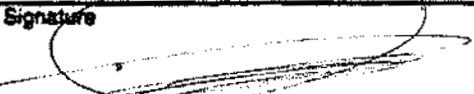
<b>a. U. S. Environmental Protection Agency</b>	<b>e. DWGWPS</b>
<b>b. Region II</b>	<b>f.</b>
<b>c. Environmental Planning and Protection Division</b>	<b>g.</b>
<b>d. DWMIB</b>	<b>h. EPAYS Organization Code</b> RDBA0000

**B. Performance Management and Recognition System (PMRS) Certification for Positions in Grades GS/GM 13-15**


<input type="checkbox"/> <b>S</b> First or second level supervisor of 3 or more employees engaged in substantive professional, technical, or administrative work. Duties include assigning, directing, and reviewing work, evaluating performance, recommending personnel actions, training and developing employees, etc.	<input type="checkbox"/> <b>A</b> An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature but requires the consistent exercise of independent judgment.
<input type="checkbox"/> <b>M</b> A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of management duties outlined in the Supervisory Grade Evaluation Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.	<input type="checkbox"/> <b>B</b> A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; deciding on plans or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

<input checked="" type="checkbox"/> <b>N</b> None of the above applies to this position. Exempt from PMRS.
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9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b> Bruce Kiselica, Chief Drinking Water Section	<b>d. Typed Name and Title of Second-Level Supervisor</b> Walter E. Andrews, Chief Water Programs Branch
<b>b. Signature</b> 	<b>e. Signature</b> 
<b>c. Date</b> 3/4/96	<b>f. Date</b> 3/4/96

**10. Official Classification Certification**

<b>a.</b> <input checked="" type="checkbox"/> This position has no known promotion potential	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade -
<b>b. Fair Labor Standards Act</b> <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	<b>c. Signature of Classification Official</b> 
	<b>d. Date</b> 7/19/96

**11. Remarks (Continue on additional sheet(s) if necessary)**

Extramural resources management (<25%) involved. Checklist attached. Position moved intact to new organization. RR 10/07

**12. Duties and Responsibilities**

Type on plain bond paper and attach to this form. Use format show

ENVIRONMENTAL ENGINEER  
GS-819-12

BK  
RR  
12/00/07

I. INTRODUCTION

Infrastructure

Incumbent serves as an environmental engineer in the Water <sup>Drinking</sup> and <sup>Municipal</sup> Branch, accomplishing complex duties in support of the Drinking Water Section. Participates in the supervision and coordination of State implementation of the Safe Drinking Water Act of 1974.

II. DUTIES

and Ground Water Protection

- o Responsible for Safe Drinking Water Info.System (SDWIS) reporting for the Section. Conducts inspections and oversight of water systems to verify compliance with the Safe Drinking Water Act. Prepares reports on inspection findings and assists water systems in achieving improved operations and maintenance.
- o Provides technical and grant application assistance to Native American Tribes relative to water supply program activities/resources and current status of water supply systems. Conducts yearly inspections of all public water systems, tracks compliance with SDWA and helps develop annual needs survey on Indian lands.
- o Performs data verifications of State/Local Health Units to evaluate adequacy and effectiveness of the Public Water Supply Program and to determine the accuracy of State's reporting procedures. Based upon findings prepares reports identifying deficiencies and specifying necessary improvements. Tracks subsequent data submittals to insure implementation of improvements. Incumbent must present in a persuasive manner findings of data verifications to local officials which could require reprogramming of local resources and shifting of priorities.
- o Reviews state submittals of annual work plans and participates in mid-year and end-of-year reviews by EPA. Evaluates statistical data and narrative information necessary for assessing the effectiveness of State public water supply supervision programs. Recommends actions to correct deficiencies or increase the effectiveness of State programs.
- o Provides technical assistance to States on Agency's efforts to address surface water treatment and public notification of violations in drinking water.

Factor 1. Knowledge Required By the Position Level 1-7  
(1250 points)

- o Knowledge of professional environmental engineering concepts, principles, and practices applicable to the advanced water treatment processes including organic removal.
- o Familiarity with the related engineering/science fields and the capacity to adapt practices from these fields where relevant guidance is lacking in the environmental engineering area.
- o Knowledge and skill to review and evaluate the work of lower grade engineers through the development of operating guidance, the review of project work and the provision of necessary orientation.
- o Ability to speak and write with clarity and persuasion. Skill in communicating with technical personnel, state and local officials and elected representatives, public interest groups and the general public.

Factor 2. Supervisory Controls Level 2-4 (450 points)

The supervisor makes assignments in the form of ultimate objectives with functional responsibility and broad overall objectives. Assignments are performed independently with considerable latitude for the exercise of judgement in resolving problems. Work priorities are determined by the employee; however, immediate or emergency commitments are established in consultation with the supervisor. Decisions, recommendations and commitments are generally accepted as technically accurate and rarely changed except for reasons of policy. Completed work and reports are reviewed in terms of broad objectives and for compliance with regulations and agency/regional policies.

Factor 3. Guidelines: Level 3-4 (450 points)

Guidelines consist of engineering manuals and publications; textbooks; congressional acts; local, state, and Federal regulations and statutes; agency policy and program directives; publications of professional societies. The employee is expected to select, apply, and deviate from traditional engineering methods and practices as required either by the nature of water treatment needs or nature of the problem encountered. Judgement and originality are required to correlate the theoretical environmental engineering considerations with actual experience to plan and coordinate the activities of junior staff as assigned.

Factor 4. Complexity Level 4-4 (225 points)

Individual assignments require innovative judgements to resolve complex issues and problems.

Factor 5. Scope and Effect Level 5-4 (225 points)

The purpose of the work is to ensure program objectives including: technical and administrative review of all aspects of State and local drinking water programs, supervision and coordination of State implementation of the Safe Drinking Water Act of 1974, conductance of data verifications of State and local health units to determine the accuracy of State's reporting procedures. Advice provided and recommendations made by the incumbent regarding problem resolution and program planning have a material impact on the effectiveness of State and local drinking water programs.

Factor 6. Personal Contacts Level 6-3 (60 points)

Personal contacts are with officials, administrators, scientists, municipal authorities, and representatives of state agencies and local groups, technical specialists and attorneys from Federal, state and local government.

Factor 7. Purpose of Contacts: Level 7-3 (120 points)

Contacts are with state and local officials, and persons from other non-agency organizations to give and review information, resolve problems, explain decisions rendered and verify commitments.

Factor 8. Physical Demands: Level 8-2 (20 points)

Work is sedentary except during field inspections where there is considerable walking, bending, climbing and stooping to inspect water treatment facilities and evaluate their operation.

Factor 9. Work Environment: Level 9-2 (20 points)

The majority of the work is in an office setting; however, during visits to sites and facilities there is regular and recurring exposure to operation conditions such as noise, machinery; and water under treatment containing chemicals.

Total Points -- 2820

## Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

### Employee Information

Name Mark Rasso

Position Number 2422

Title Environmental Engineer

Series/Grade GS-819-12

Organization DEPP/

DWMIB/DWGWS <sup>RR</sup> <sub>12/07</sub>

### Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time.
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature] Date 12/23/96

Personnel Specialist's Signature [Signature] Date 12/23/96

### Part 1. Contracts Management Duties

#### Pre-award:

- ☒ Plans procurements
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☒ Participates in debriefing/protests
- ☐ Other (list)

#### Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

#### Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Percentage of Time Spent on Contracts Management:

10 %

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant's workplan/ activities /budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☒ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☒ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/ change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☒ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants /Cooperative Agreements Management:

%

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/ termination
- ☐ Conducts periodic review of Superfund State Contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Time Spent on Interagency Agreements Management:

%